

- 4 The employee will sign an attendance roster when reporting for Classroom training. The Training Instructor sends completed attendance rosters to Plant Training Records so the information can be entered into the TSR system.
  - 5 Once the employee has successfully completed the training course, the employee will forward the completed Notification of Training form with the instructor's signature to the Training Coordinator who will place the form into the employee's training record.
    - a If for any reason an employee can not attend a scheduled class, the employee and/or supervisor must write the reason for not attending the class on the Notification of Training form and send the completed form to the Training Coordinator. The Training Coordinator will place the form into the employee's training record.
  - 6 The TSR system will automatically update the QPT showing when the training was completed.
- C Process to schedule personnel for Computer-Based Training (CBT)
- 1 Once the Training Coordinator determines what CBT courses the employee needs, the Training Coordinator will ensure training is scheduled at one of the CBT Satellite Centers.
    - a Schedule training at the T130E Satellite Center by calling X6473
    - b Schedule training at the T750B Satellite Center by calling X4514
  - 2 The Training Coordinator will print out a standard Notification of Training form and send it to the employee's manager a minimum of two weeks before the class is to be taken.
  - 3 The employee will sign an attendance roster when reporting to the Satellite Center to attend training. The Training Instructor sends completed attendance rosters to Plant Training Records so the information can be entered into the TSR system.
  - 4 Once the employee has successfully completed the training course, the employee will forward the completed Notification of Training form with the instructor's signature to the Training Coordinator who will place the form into the employee's training record.
    - a If for any reason an employee can not attend a scheduled class, the employee and/or supervisor must write the reason for not attending the class on the Notification of Training form and send the completed form to the Training Coordinator. The Training Coordinator will place the form into the employee's training record.
  - 5 The TSR system will automatically update the QPT showing when the training was completed.

D Process to schedule Job Specific Training

- 1 Once the Training Coordinator determines what Job Specific training the individual needs, the Training Coordinator will schedule the training through the designated Training Instructor
- 2 The employee will sign an attendance roster (if applicable) when reporting for the Job Specific training. The Training Instructor sends completed attendance rosters and/or completed qualification documents to Plant Training Records so the information can be entered into the TSR system
- 3 The Training Coordinator will print out a standard Notification of Training form and send it to the employee's manager a minimum of two weeks before the training is to be delivered
- 4 Once the employee has successfully completed the Job Specific training, the employee will forward the completed Notification of Training form with the instructor's signature to the Training Coordinator who will place the form into the employee's training record
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  - a If for any reason an employee can not attend a scheduled class, the employee and/or supervisor must write the reason for not attending the class on the Notification of Training form and send the completed form to the Training Coordinator. The Training Coordinator will place the form into the employee's training record
- 5 The TSR system will automatically update the QPT showing when the training was completed

E Retaining training Documents

- 1 The Training Coordinator will create a training file for each individual assigned to the Training Coordinator
- 2 Every time a class has been completed, the employee is required to return the signed Notification of Training form to the Training Coordinator to be placed into the employee training file. **IF** an employee received a certificate for completed training, **THEN** a copy of the certificate must also be forwarded to the Training Coordinator

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## V. RECORDS PROCESSING INSTRUCTIONS

The Training Coordinator processing Training completion documents (attendance rosters, qualification documents, certificates, etc.) for record-keeping purposes in accordance with the instructions in the Site TUM. Non-record copies of training completion records are maintained if needed by the Training Coordinator for tracking and scheduling purposes. The QPTs initiated and maintained in accordance with Section IV are considered QA documents when they are signed by management as the requirements list for individual training and qualification. Also, see RMRS-TR-02 01, *Development and Use of training Implementation Plans (TIPs)*, the typical QA documents for delineation of training and qualification requirements.

**NOTE:** *Training completion documents are also WIPP/LL/LLM QA documents when they pertain to training required for personnel in positions supporting the Site radioactive waste programs. Training for those programs is defined in the TRU Waste Characterization Program (TWCP), Training Implementation Plan (TIP) PLN-97-007 and the Low-Level Waste Management Plan, 94-RWP/EWQA-0014. The records processing instructions for training completion documents that pertain to the radioactive waste programs are contained in these documents.*

The following documents are initiated, processed or maintained as a result of this Work Instruction and **SHALL** be processed as follows:

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Instructions
<b>Tracking of Training Documents, including</b> <ul style="list-style-type: none"> <li>QPTs (with Managers signature)</li> </ul>	<i>QA Records</i>	Training Coordinator <b>SHALL</b> implement a reasonable level of protection to prevent loss and/or degradation. Document(s) <b>SHALL</b> be protected by safeguarding the TWR password (for electronic QPTs and utilizing standard office filing equipment and methods when paper QPTs with signature are used).	Continue prescribed processing of documents. Transmit original signed documents to RMRS Records Center in accordance with RMRS-RM-06 02, Records Identification and Transmittal.
<b>Tracking of Training Documents, including</b> <ul style="list-style-type: none"> <li>Notifications of training</li> <li>Copies of Training Completion Documents (rosters, certificates, qualification documents, etc.)</li> </ul>	<i>Non-QA Records</i>	Training Coordinator <b>SHALL</b> implement a reasonable level of protection to prevent loss and/or degradation. Document(s) <b>SHALL</b> be protected utilizing standard office filing equipment and methods when not in use.	Training Coordinator retains documents for tracking and scheduling purposes until required repeat training is completed or for two (2) years, whichever is longer, <b>THEN</b> transmits records to RMRS Records Center in accordance with RMRS-RM-06 02, Records Identification and Transmittal.

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